



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2891 CLERICAL ASSISTANT I (TEMPORARY POOL)

SALARY: \$11.98 to \$14.39, Hourly

#T2892 CLERICAL ASSISTANT II (TEMPORARY POOL)

SALARY: \$14.39 to \$17.34, Hourly

***APPLICATION FILING PERIOD: FIRST DATE: January 7, 2011**

LAST DATE: January 24, 2011

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applications have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITIONS: Employees hired for the Temporary Pool will be on an on-call basis to provide short-term clerical support to City departments. Depending on the assignment, duties may include the following: sorting, filing, word processing, typing, serving as receptionist; keeping records and compiling statistics; data entry; and other duties as assigned.

REQUIREMENTS: For each position, you must meet the following requirements on the date you apply, unless otherwise indicated.

AGE: Minimum age for applicants is 18, except for high school graduates who are 17.

CITIZENSHIP: You must be a United States citizen or have the legal right to work in the United States.

LICENSE: A valid California Class C Driver License **may be required at the time of hire.**

EDUCATION/EXPERIENCE:

Clerical Assistant I (Temporary Pool): No specific education or experience is required.

Clerical Assistant II (Temporary Pool):

1. One year of full-time clerical experience, which may include typing, filing, providing information to the public and general bookkeeping as typical duties. Six months of this experience must have been in a position where the **primary job responsibilities** were clerical in function.

-OR-

2. Successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training, specifically in clerical or office procedures. The diploma or certificate must indicate the total number of hours included in the training program. **Proof of education (diploma or certificate) must be submitted to the Personnel Department at time of application.**

-OR-

3. Associate's Degree in Business Office Technology or a closely related field. **Proof of degree must be submitted to the Personnel Department at time of application.**

TYPING SKILLS: If you wish to be considered for positions requiring the ability to type, a copy of your typing certificate indicating the ability to type at a corrected speed of **30 words per minute** on a typewriter or computer keyboard **must be submitted to the Personnel Department at time of application.** The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted.

***Typing tests are given at, but not limited to, the following locations:** (Contact individual centers for further information.)

| | | | |
|-------------------------------|--|-----------------------------|----------------|
| Centre City: | (619) 388-4600 | Mid-City Center: | (619) 388-4500 |
| Cesar Chavez Center: | (619) 230-2895 | North City Center: | (619) 388-1800 |
| Educational Cultural Complex: | (619) 388-4956 | South County Career Center: | (619) 424-1112 |
| Grossmont College: | (619) 644-7548 | West City Center: | (619) 221-6973 |
| Palomar College: | (760) 744-1150 ext. 2497 (San Marcos Campus) or ext. 8193 (Escondido Campus) | | |

***HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for the position(s) by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You must also submit a completed **DATA ENTRY FORM**. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

***ELIGIBLE LISTS:** Separate eligible lists will be established for **Clerical Assistant I (Temporary Pool)** and **Clerical Assistant II (Temporary Pool)**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill temporary vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

***PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment.

***SUPPLEMENTAL QUESTIONS:** In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. If you do not have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Specify the exam number and title of the position(s) listed below that you are applying for. Only the position(s) you indicate will be automatically added to your file.
#T2891 CLERICAL ASSISTANT I (TEMPORARY POOL)
#T2892 CLERICAL ASSISTANT II (TEMPORARY POOL)
2. Describe your experience **performing general reception duties** (e.g., answer telephones; route and screen calls; greet visitors; respond to general inquiries from the public; provide information about the organization; open/sort mail).
3. Describe your experience **performing customer service duties** (e.g., serve as direct point of contact for customers; provide detailed information to the public; resolve customer issues and complaints).
4. Describe your experience **performing typing/word processing duties** (e.g., type/edit/proof memos, manuals, reports, and other correspondence; transcribe recorded dictation; operate business machines such as copiers and fax machines).
5. Describe any other relevant **clerical duties** that you have performed.
6. List any computer programs (e.g., Word, Excel) with which you are familiar and have used on a regular basis.
7. List your daily availability for assignments (e.g., 7:00 a.m. to 5:00 p.m., Monday, Wednesday, Friday).
8. Are you able to accept assignments that are one month or longer? If not, please indicate the longest assignment you are able to accept.

ASP/April 2, 2010{NOL}/*Rev. 1(01-07-11)/Clerical Assistant I (Recruiting Title: Temporary Pool) Clerical Assistant II (Option Class: Temporary Pool)/Classes: 1569; 1535-E

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

IMPORTANT: READ REVERSE SIDE

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER